

Project Managers' Advisory Group

MINUTES August 21, 2006

Attending:

Sharon Hayes	EPMO
Bob Giannuzzi	EPMO
Jesus Lopez	EPMO
John McShane	EPMO
Barbara Schwartz	ITS
Shaw Erfani	EPMO
Jim Tulenko	ITS
LaQuita Hudson	ITS/ES
Tom Hill	ITS/ES
Todd Russ	ITS
Vicky Kumar	DOT
Cheryl Ritter	DOT
John Correllus	Commerce
Charles Fraley	DHHS
Deanna Perry	DHHS/DIRM
Joe Cimbala	DMH/DD/SAS
Teresa Shingleton	OSC
Annette Murphy	DPI
Linda MacRae	ITS
Randy Moody	DENR

Bob Giannuzzi welcomed everyone to the meeting and asked first-time participants to introduce themselves. **Tom Hill** responded.

Sharon Hayes announced the successful completion of the PMP certification by **Lee Ann Storm**. A framed letter of congratulation from **George Bakolia** was sent to her. Approval of June minutes was called for and approved. **Jesus Lopez** announced that the next PMP Prep class will commence October 4. Class capacity has been expanded to 20. He explained the selection criteria, with priority given to the waiting list (currently 34!).

NCPMI news was covered next. The next Public Sector LIG meeting on September 7 will have Dr. Gary Evans as guest presenter. **John McShane** described the process for registration for the October 4 Annual Event with the State discount. He followed up with specifics in an email to the group. **Vicky Kumar** discussed an upcoming class on Risk Management offered by the chapter.

Bob Giannuzzi called for updates from the Task Groups.

- *Methodology* **Charles Fraley** reported that their group is continuing to focus on business cases. This Task Group also drafted a proposed process change in handling projects assessed as Yellow (attached). **Sharon** would like this and subsequent Process Change Requests to be reviewed by the PM Advisory Group and specifically would like feedback on this one by 9/1. Final revision will be taken to the SCIO for final approval. **Sharon** also mentioned that the Deputy SCIO would like to change the gate process. The group will address options.
- *PM Promotion and Education* **LaQuita Hudson** stated that the group will reconvene in September. She reported that OSP may revisit PM career banding early next year.
- *Earned Value* **Shaw Erfani** reported that the group has had two meetings (he was out of the office) and referred inquiries to **Steve Tedder**.
- *PM Tools* **Gaye Mays** announced the formation of this team and that in its first two meetings has discussed requirements, scope, and workflow needs. **Sharon** will follow up with Dave Rossi on the recent acquisition of an enterprise license for MS Project.
- *Mentoring and Training* **Bob** would like to reconvene the group next month.

Bob Giannuzzi passed out the following information on upcoming teleconferences of interest to the PM Advisory Group. He also gave some highlights of his recent attendance at the PMO Executive Council Leadership Conference.

Organization/website	Contacts	Upcoming Calls
http://www.nascio.org/nascioCommittees/projectManagement	Elizabeth VanMeter 859/514-9176 evanmeter@AMRms.com Access 888/272-7337 conference ID 7544292#	<u>September 12</u> (3:00) Corporate Partner Management
PMO Executive Council http://www.pmo.executiveboard.com/PMOEC/1,3241,,00.html	Register at website	<u>September 20</u> (12:00) Insulating Project Resources from Demand Volatility
CIO Executive Council http://www.cio.executiveboard.com/	Register at website	<u>August 22</u> (12:00) World Class IT Strategic Planning: Processes for Developing and Communicating an IT Strategy <u>September 5</u> (12:00) Cross-Functional Perspectives Series: Understanding Supply Chain Total Cost
Application Executive Council	Register at website	<u>August 22</u> (6:00 PM) Centralized Project Portfolio Visibility

http://www.aec.executiveboard.com/		<u>September 19 (11:00)</u> Organizational Strategies for Post-ERP Implementation
Information Risk Executive Council http://www.irec.executiveboard.com/	Register at website	<u>September 19 (11:00)</u> Identity Management Implementation I: Building the Business Case
Enterprise Architecture Executive Council http://www.eaec.executiveboard.com/	Register at website	<u>August 24 (12:00)</u> Leading Portfolio Transformation: Designing Value-Based EA Registries

Sharon reported 06/07 PM group training. Since the EPMO has seen several projects struggle with the procurement process, she would like to invest in onsite training on Procurement. The EPMO is working with the ITS training coordinator to line up a good program.

Shaw Erfani pointed out that the minutes of our meetings are now posted on the EPMO website under *Services*.

Bob Giannuzzi discussed handling change requests, both agency level and within the PPM tool. The process is described in PPM under *NC Help*. **Jim Tulenko** will update the PPM *Hints and Tips* document with instructions on how to determine which Cost Center you put your Budgeted or Actual Costs into (based on the suggestion from **Teresa Shingleton**).

John McShane gave a thought provoking presentation on *Project Procurement* and followed up with an email itemizing comments from the group.

There were no Agency Lessons Learned reports.

Meeting adjourned at 4:40 pm.

State of North Carolina PM Methodology Group Proposed Change Request

ITEM	Title	Current Process	Proposed Change	PMMG Submitted to PMAG	PMAG Approved / Rejected	Date Submitted to SCIO	SCIO Approved
1	Monthly Status Reporting – Yellow Status Process	If the monthly status report assessment is yellow, a letter is generated and sent to the agency CIO requesting a formal response.	If the monthly assessment is yellow, a meeting will be held with the PM, PMA, and EPMO director to discuss the status and concerns. If the PM takes the corrective action, the EPMO will not send a letter to the CIO, If the PM does not take the corrective action, the EPMO Director will made a decision on sending a letter to the CIO requesting a formal response.	08/07/06	08/21/06	TBD	TBD